



# Wyoming Department of Education

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## MEMORANDUM NO. 2012-172

**TO:** School District Superintendents  
Business Managers  
WISE Coordinators  
Assessment Coordinators

**FROM:** Drew Dilly, Information Management Division  
Chief Information Officer

**DATE:** December 3, 2012

**SUBJECT:** 2011-12 Graduation Rate Data Verification Process

### **IMPORTANT AND TIME SENSITIVE**

The Wyoming Department of Education (WDE) will be providing districts their 2011-12 graduation rates for review on December 10<sup>th</sup>, 2012. Districts will be given until December 21<sup>st</sup>, 2012, to review this data for accuracy.

Data will be securely provided to Superintendents, Business Managers, WISE Coordinators and Assessment Coordinators via password protected email. The data files will include total graduation rates and a student level data file for the district.

An electronic acceptance letter will be provided to each District Superintendent on December 10<sup>th</sup>. An electronic signature must be submitted no later than December 21<sup>st</sup>, 2012. A sample of the acceptance letter is attached.

If you have any questions about this process, please contact Leslie Zimmerschied at 307-777-8751 or [leslie.zimmerschied@wyo.gov](mailto:leslie.zimmerschied@wyo.gov).

DD:lz

Attachment